



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE O-26-02

AMENDING SCHEDULE A OF THE BOROUGH OF HIGHLANDS SALARY ORDINANCE

WHEREAS the Governing Body has determined that it is necessary to amend Ordinance O-25-02 which established Salaries and fixed Compensation of certain Borough Employees for the year 2025 and beyond unless amended;

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Borough Council of the Borough of Highlands, the County of Monmouth, in the State of New Jersey, as follows:

SECTION I.

Schedule A of O-25-02 Establishing Salaries and Fixing Compensation of certain Borough Employees of the Borough of Highlands is hereby amended to provide as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as ~~strikeovers in bold italics~~.)

SCHEDULE A

1. POSITIONS OUTSIDE COLLECTIVE BARGAINING UNITS

DEPARTMENT OF ADMINISTRATION	Minimum	Maximum
Deputy Clerk	\$10,000	\$40,000
Registrar	\$4,000	\$8,000
Deputy Registrar	\$500	\$2,000
Alternate Deputy Registrar	\$250	\$1,000
Land Use Board Secretary	\$6,000	\$16,000
Deputy Land Use Board Secretary	\$3,000	\$8,000
Municipal Clerk	\$50,000	\$100,000
Municipal Administrator	\$100,000	\$175,000
Municipal Alliance Hourly	\$15.49 <u>\$15.92</u>	\$30.00
Office of Emergency Management Coordinator	\$5,000	\$15,000
Secretary to Administrator	\$2,000	\$6,000
Secretary to Chief of Police	\$25,000	\$90,000
Deputy Office of Emergency Management Coordinator	\$1,500	\$2,500
Confidential Administrative Assistant to the Mayor and Administrator	\$10,000	\$60,000
BUILDING AND HOUSING		
Clerical Office Help Hourly	\$15.49 <u>\$15.92</u>	\$26.00
Fire Official/Housing Inspector	\$30,000	\$50,000
Electrical Sub-Code	\$10,000	\$20,000
Building Sub-Code	\$10,000	\$20,000
Construction Official	\$30,000	\$80,000
DEPARTMENT OF FINANCE		
Assessment Searcher	\$3,000	\$4,000
Cashier/ Typist Hourly	\$15.49 <u>\$40,000</u>	\$26.00 <u>\$50,000</u>
Chief Financial Officer	\$30,000	\$80,000
FEMA/NJOEM Coordinator Hourly	\$25.00	\$35.00
Payroll Clerk	\$5,000	\$45,000
Qualified Purchasing Agent	\$7,000	\$75,000
Deputy Tax Assessor Part Time	\$3,000	\$6,000

MUNICIPAL COURT

Judge of Municipal Court	\$13,500	\$20,000
Court Administrator	\$70,000	\$110,000
Deputy Court Administrator	\$20/hour	\$25/hour
Municipal Prosecutor	\$10,000	\$20,000
Public Defender	\$10,000 <u>\$8,000</u>	\$20,000
Special Sessions (Per Session)		
Court Administrator	\$250	\$400
Deputy Court Administrator	\$150	\$400
Judge of Municipal Court	\$500	\$600
Municipal Prosecutor	\$350	\$400
Public Defender	\$350	\$400
<u>Deputy Court Clerk Part Time Hourly</u>	<u>\$15.92</u>	<u>\$ 25.00</u>

POLICE

Chief	\$125,000	\$200,000
Crossing Guard Hourly	\$15.49 <u>\$15.92</u>	\$25.00
Dispatcher	\$15.49	\$25.00
[Communications Operator] Hourly		
Special Officer:		
Class I Hourly	\$15.49 <u>\$15.92</u>	\$25.00
Class II Hourly	\$15.49 <u>\$15.92</u>	\$30.00

DEPARTMENT OF PUBLIC WORKS
Superintendent of Public Works

<u>\$100,000</u>	<u>\$150,000</u>
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RECREATION

Clerical Office Help Hourly	\$15.49 <u>\$15.92</u>	\$20.00
<u>Recreation Coordinator</u>	<u>\$40,000</u>	<u>\$70,000</u>
Recreation Leader Hourly	\$15.49	\$20.00
Summer Seasonal:		
Laborer Hourly	\$10.00 <u>\$15.23</u>	\$20.00
Programmer Hourly	\$13.00 <u>\$15.23</u>	\$20.00
Supervisor Hourly	\$17.00	\$22.00
Preparer Hourly	\$15.49 <u>\$15.23</u>	\$25.00

2. UNITED FOOD AND COMMERICAL WORKERS UNION, LOCAL 152

BUILDING & HOUSING

Code Enforcement Officer	\$50,000	\$90,000
Construction Official	\$30,000	\$80,000
Technical Assistant (TACO)	\$50,000	\$80,000
Fire Inspector Hourly	\$15.49 <u>\$15.92</u>	\$22.00
Property Maintenance Part Time Salary	\$5,000	\$26,000
Property Maintenance Part Time Hourly	\$15.00 <u>\$15.92</u>	\$22.00
Zoning Officer	\$10,000	\$20,000
<u>Building Sub-Code</u>	<u>\$10,000</u>	<u>\$20,000</u>

DEPARTMENT OF PUBLIC WORKS
Superintendent of Public Works

<u>\$100,000</u>	<u>\$150,000</u>
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DEPARTMENT OF FINANCE

<u>Senior Account Clerk</u>	<u>\$25,000</u>	<u>\$85,000</u>
Tax Assessor Part Time	\$20,000	\$55,000
Tax Collector Part Time	\$20,000	\$55,000

DEPARTMENT OF RECREATION

Recreation Supervisor	\$34,500	\$55,000
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<u>Recreation Leader</u>	\$15.49 <u>\$40,000</u>	\$20.00 <u>\$70,000</u>
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3. COMMUNICATIONS WORKERS OF AMERICA (CWA) LOCAL 1032

BUILDING & HOUSING			
Fire Sub Code Official	Part Time	\$10,000	\$20,000
Plumbing Sub Code Official	Part Time	\$10,000	\$20,000
Secretary, Licensing Clerk	Full Time	\$20,000	\$50,000
Secretary, Licensing Clerk	Part Time Hourly	\$15.49 <u>\$15.92</u>	\$22.00
<u>Technical Assistant (TACO)</u>		<u>\$50,000</u>	<u>\$80,000</u>

DEPARTMENT OF FINANCE			
Cashier	Sewer Clerk	\$40,000	\$50,000
HR Coordinator		\$40,000	\$95,000
Senior Accounting Clerk		\$25,000	\$85,000
Tax Clerk		\$40,000	\$65,000
Tax Clerk	Part Time Hourly	\$15.49 <u>\$15.92</u>	\$20.00
Account Clerk		\$40,000	\$70,000

POLICE		
Records Clerk	\$40,000	\$55,000

DEPARTMENT OF PUBLIC WORKS			
Equipment Operator		\$40,000	\$70,000
Heavy Equipment Operator		\$45,000	\$80,000
Laborer		\$40,000	\$55,000 <u>\$65,000</u>
Laborer 2		\$40,000	\$70,000
Laborer 3		\$40,000	\$75,000
Laborer/Motor Broom Driver		\$40,000	\$60,000
Recycling Yard Attendant Part Time Hourly		\$15.49 <u>\$15.92</u>	\$20.00
Road Repairer		\$30,000	\$55,000
Public Works Repairer		\$45,000	\$75,000
Sewer Operator		\$3,500	\$55,000
Truck Driver		\$40,000	\$70,000
Driver		\$40,000	\$55,000

DEPARTMENT OF RECREATION				
Recreation Aide	Hourly	\$15.49	<u>\$15.92</u>	\$25.00
Recreation Assistant	Hourly	\$15.49	<u>\$15.92</u>	\$30.00
Recreation Coordinator		\$40,000		\$70,000

SECTION II. SEVERABILITY.
 If any section, subsection, sentence clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of the ordinance, which shall otherwise remain in full force and effect.

SECTION III. REPEALER.
 All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

SECTION IV: EFFECTIVE DATE.
 This Ordinance shall take effect after final passage as provided by law.

First Reading and Set Hearing Date for O-26-02:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

This is a Certified True copy of the Original Ordinance on file in the Municipal Clerk’s Office.

DATE OF VOTE: January 21, 2026

Nancy Tran, Municipal Clerk
Borough of Highlands

Public Hearing for O-26-02:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

This is a Certified True copy of the Original Ordinance on file in the Municipal Clerk’s office

DATE OF VOTE: February 4, 2026

Carolyn Broullon, Mayor

Nancy Tran, Municipal Clerk
Borough of Highlands